



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: Deputy Assistant DNI for Legislative Affairs-17445

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 03/31/2021-04/28/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, Detailees

Division: DNI\OLA

Duty Location: Washington, DC

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for a SNIS Executive Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not apply.

Who May Apply:

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

Legislative Affairs (LA) acts as the principal interface between the Office of the Director of National Intelligence (ODNI) (and the Intelligence Community [IC] on certain issues) and Congress. Responsibilities include, but are not limited to, facilitating the implementation of Section 502 of the National Security Act of 1947, which stipulates the heads of the IC agencies shall "keep the congressional intelligence committees fully and currently informed of all intelligence activities of the United States." In partnership with the IC, LA provides strategic-level coordination of national security and intelligence issues that require an integrated IC response. Liaison officers will serve in one of the following portfolios: budget & operations, mission support, functional intelligence, and regional intelligence. Liaison officers provide strategic-level advice to the DNI, Principal Deputy DNI, and other senior ODNI and IC officials regarding engagements with Congress.

Major Duties and Responsibilities (MDRs)

- Assist the ADNI/LA with the management of a fast-paced, complex liaison operation with 21 professional officers; act for the ADNI/LA in his/her absence.
- Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aides in developing the organizational culture.
- Develop and implement a comprehensive, proactive strategy to communicate and advance understanding of ODNI and IC missions, programs, and policies with Congressional members, staff and Congressional elements; develop and foster relationships; and create opportunities and situations to advance the ODNI's goals and objectives.
- Ensure ODNI elements are informed of IC legislative issues, concerns, and activities that may impact or counter the overall forward progress of the ODNI and its relationship with Congress.
- Ensure that Congress is kept current and fully informed of significant intelligence issues, as directed by law, while also advancing ODNI's positions/priorities.
- Ensure that ODNI staff members are aware of all relevant facts when tasked to respond to Congressional requirements, and the products provided by ODNI staff are complete and represent the coordinated views of the ODNI and/or IC, as appropriate
- Respond to congressional requirements to include support to limited-term committees and working groups.



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- Ensure integration of IC elements as they relate to the ODNI in dealings with Congress.
- Manage IC-wide congressional support to White House/National Security Council initiatives, requirements and working groups; develop and implement IC-wide strategies in support of IC authorities, programs, policies, and resolve complex IC policies and issues related to the Congress.
- Manage the most sensitive and complex Congressional issues to ensure executive and legislative branch needs are met.
- Develop IC-wide solutions to complex, sensitive issues relating to Congress in such areas as access to sensitive information, electronic connectivity, and advancing Administration/IC priorities.
- Provide insight and advice to senior ODNI and IC officials on events, trends, and developments in Congress.
- Manages the IC Legislative Awards Programs and serve as one of the primary approving official for the office.

Mandatory and Educational Requirements:

- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.
- Expert ability to provide strategic and tactical planning pertaining to OLA policies, regulations, and the development and execution of the best business practice methodologies.
- Expert knowledge of the organization and processes of Congress and the executive/legislative decision-making process.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Extensive analytical and critical thinking skills, including the ability to think strategically, identify requirements, and develop recommendations.
- Outstanding interpersonal skills, and the ability to negotiate, build consensus, work effectively and independently in a team or collaborative environment.
- Proven ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multitasked environment, and to manage competing priorities.

Key Requirements and How To Apply:

Internal ODNI Cadre Candidates:

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.



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All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call 703-275-3300.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**